Leave Administration Procedure | Paid Parental Leave



Department of Human Resources Leaves Administration Team

Paid Parental Leave (PPL)

Eligible employees may receive up to 12 weeks of paid parental leave for bonding following the birth, adoption or foster-to-adopt placement of a child. The qualifying event will run concurrently with federal, state, and county family and medical leave to the fullest extent possible. For more information, please refer to the *Paid Parental Leave* policy, or contact your agency human resources representative.

Paid Parental Leave Procedure

1) Agency Human Resource Professional meets with employee to discuss options

Agency HR Professional discusses the following:

- Aspects of Paid Parental Leave such as the payback clause, approval of intermittent schedules, PPL entitlements etc.
- How PPL runs concurrently with federal, State, King County protected leave laws
- How to code their timesheet if employee is approved for intermittent PPL

2) Employee requests leave (Leave Request Form)

Employee completes Protected Leave Request Form

https://www.kingcounty.gov/~/media/employees/benefits/documents/leaves/leave-request-form.ashx?la=en

Note: Must notify human resource professional and supervisor at least 30 days in advance of the event. Requests for intermittent leave must be consistent with agency operational needs and approved in writing prior to the leave. Employee must also later submit documentation of event when it occurs.

3) Agency Human Resource forwards completed Leave Response Form to employee

Agency HR Professional completes Protected Leave Response Form

https://www.kingcounty.gov/~/media/employees/benefits/documents/leaves/fmla-response-form-printable.ashx?la=en

4) Agency Human Resource Professional determines PPL entitlements and sends to Agency timekeeper

Complete online PPL Calculator:

- 4a. Ensure Employee is eligible for PPL:
 - Has the employee worked for King County at least six continuous months in a comprehensive leaveⁱ eligible position? If yes, continue
 - Is employee non-represented or in a bargaining unit that has agreed to the paid parental leave benefit?" If yes, continue
- **4b.** Enter weekly hours into calculator (example below shows 40 hours)

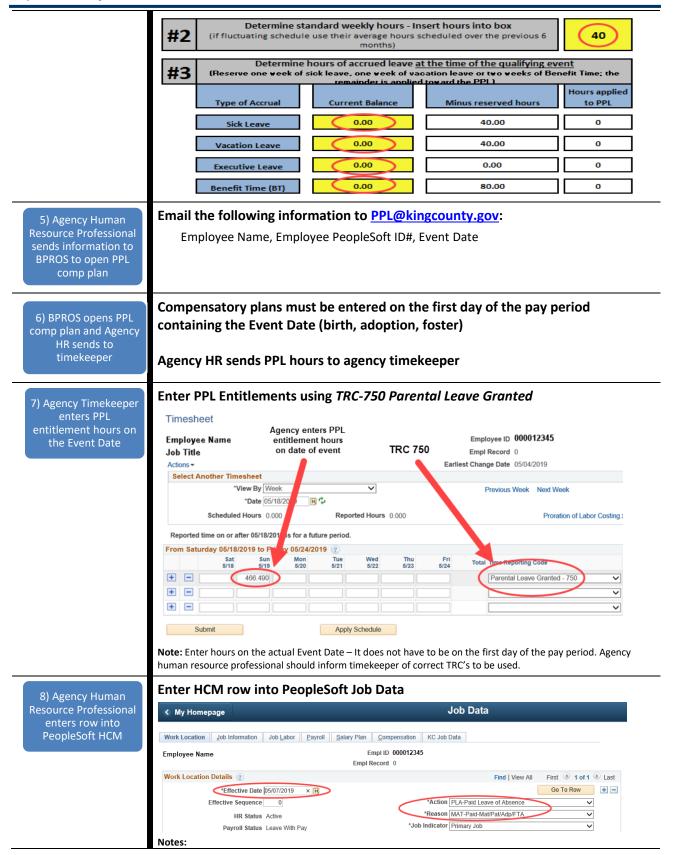
https://www.kingcounty.gov/audience/employees/benefits/leaves.aspx

- **4c**. Determine the current accrual balances for use in calculator:
 - Find balances listed on employees last pay advice which reflect the accruals through the last <u>processed</u> pay period.
 - Contact Supervisor or Timekeeper to determine any accruals (sick, vacation, exec)
 used between the end of the last pay period and the Event Date and deduct those
 hours from accrued balances.
 - Enter adjusted balances (as needed) into yellow areas of the PPL Calculator.
 - **Note:** the calculator automatically adjusts for reserving up to 40 hours of time. This adjustment is ONLY used for determining the PPL hours to be loaded and does not impact how an employee can use the time. PPL and accrued hours can be used in any order.

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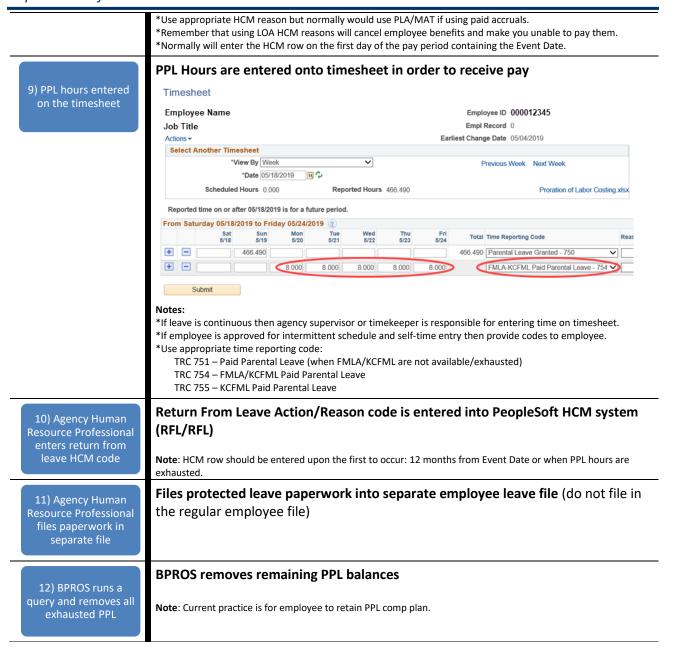
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¹ Employee eligible for comprehensive leave benefits are those in full-time regular, part-time regular, provisional, probationary and term-limited temporary positions.

As of 5/30/2019 only four bargaining units have not agreed to PPL (Local 117 transit design (F7 - 153), KCSO Marshalls (K2 - 226), and TEA W2 and TEA W3). All other bargaining units and qualifying non-represented employees are covered.